

# Public Access Defibrillation AED MONTHLY CHECK GUIDE

**Always refer to the manufacturer's user manual for more information on specific device maintenance.**

This guide is meant to **assist you with monthly checks and maintenance** of your AED. These checks are **quick and can typically be completed in less than one minute**. The purpose is to ensure that the AED is ready for use in the event **it is needed to save a life**.

**Please use the AED Monthly Log Form (if needed) in the Related Documents section on the PAD website to keep track of important AED information.**

## 1) Check AED Status Indicator Light or Window

- A **flashing green light** or “**OK**” symbol indicates that the **AED is ready for use**.
- If the **indicator light is not flashing** or a **service icon** is present, the **AED is not ready for use**. Contact your service provider or manufacturer immediately to troubleshoot the issue.
- For a list of AED suppliers in Saskatchewan, please contact the **PAD program** at [PAD@saskhealthauthority.ca](mailto:PAD@saskhealthauthority.ca) or call (306) 766-6265.

## 2) Confirm Battery and Pad Expiry Dates

- Confirm and record the battery expiry date **prior to installation**. Some models will have the expiry date hidden when installed.
- **Avoid turning on or removing the battery unless necessary** to help it last as long as possible.
- Check the **adult and child pad** expiry dates.
  - Pads must remain **sealed, undamaged and within expiry**. Ensure the pads are **properly connected** for immediate use.
- **If expiry dates are approaching**, notify an AED supplier as soon as possible to ensure items are in stock and available for purchase.
- Record all new expiry dates on the monthly check log.

## 3) Check First Aid Supplies

- First aid supplies can be an important component to using an AED. These items ensure the pads have good contact with the skin.
  - **Scissors** - used to cut away clothing to quickly expose the chest for pad placement.
  - **Razor** - some patients may need chest hair removed to optimize pad contact to skin. Otherwise, the AED may give repeated prompts to “place pads on chest...”
  - **Absorbent drying towel** – used to dry the patient’s chest if it is wet or damp, ensuring good pad contact with the skin.
  - **CPR mask with one way valve** – provides a barrier when giving rescue breaths during CPR (for rescuers trained in 30:2 compression to ventilation ratio).
  - **Gloves** – it is good to have different sizes in the kit and labelled for quick application.

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- **Antiseptic wipes** – thoroughly clean the skin if visibly soiled. Dirt, oil or sweat on chest can cause the pads to not adhere properly.

### 4) Check the Overall Condition of the AED

- Ensure the AED is **clean and undamaged**.
- Confirm the **pad cables are securely connected** to the unit and **not frayed or damaged**.
- If the AED is stored in an **alarmed cabinet**, confirm it activates when opened. Occasionally, cabinet alarm batteries may need replacement.
  - These alarms **DOES NOT call 911** or notify emergency services.
  - The alarm is designed to **alert nearby individuals** that the AED cabinet has been opened, and an **emergency may be in progress**.
  - It also acts as a **theft deterrent**.

### 5) After an AED Has Been Used

- **Power off AED** once cleared by EMS. Inform paramedics whether a shock was delivered or if the AED displayed a “no shock advised”.
- **Visually inspect** the AED for any signs of damage, dirt or contamination. If there are signs of damage, contact the manufacturer for support.
- **Clean** the AED if needed.
  - Follow cleaning instructions in the manufacturer’s manual as solutions that are safe for use differ between models.
  - Most AED brands recommend using a **soft, damp cloth with mild soap and water**.
  - **Do not immerse** any part of an AED in water or allow fluids to enter the device.
- **AED pads are single-use only** and should be discarded after each event.
- Replace any items used during the cardiac event.
  - If a second set of sealed pads are available, connect them to the unit and **follow manufacturer’s instructions** to confirm the unit is again ready for use.
  - **Contact an AED supplier as soon as possible** if replacement pads or new battery are needed.
  - **Replenish first aid items as needed**, as these are also single use. Most AED suppliers offer replacement first aid items for purchase.

### 6) Contact the PAD Program for Data Retrieval and Post Use Check

- Notify the **PAD Program within 24 hours of AED use** (or next business day).
- Provide basic event details:
  - Date, time, location and any other details of the cardiac arrest.
- The PAD Program will:
  - **Coordinate data download** with user or site contact.

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- **Arrange a post-use check** to assist the AED owner with ensuring the unit is fully functional and safe for return to service.
- **Verify that replacement pads and battery** are installed correctly, and accessories are restocked.
- **Offer a loaner AED** if the unit must be sent for service or needs replacement items. (pending availability)
- **Update the AED registry** with new expiry dates.

CPR is the manual pumping of blood to vital organs, while an AED can deliver a lifesaving shock to correct a lethal heart rhythm. The combination of CPR and an AED gives the cardiac arrest victim **the BEST chance of survival until paramedics arrive on scene.**

Thank you for taking time to review the AED Monthly Check Guide. Your participation is **essential** to the success of the PAD Program and helps ensure that **EVERY AED in our community is ready for use** in the event of a sudden cardiac arrest.

If you have any questions, please contact the PAD Program.

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This is an example of how to input information in the Monthly Log Form (fillable version).

- Enter the **AED information** and **expiry dates**.
- Enter the **date of inspection** and all relevant information for each line.
- You can **check and uncheck** the first aid item in the status box. If an item is missing, **uncheck the box** as a visual reminder. Once an item is replaced, **check the box** and enter a brief comment.
- **Save it to your computer** and enter in next months information.

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